



KING COUNTY
ADMINISTRATIVE SPECIALIST II
JUVENILE SERVICES
KING COUNTY SUPERIOR COURT
Hourly Rate Range \$16.62 - \$21.06
Job Announcement: 06GF5995
OPEN: 4/10/06 CLOSE: 4/21/06

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: This position is located at the Regional Justice Center in Kent but the incumbent may be required to work at other court facilities.

WORK SCHEDULE: This is a full-time position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. - 4:30 p.m.

PRIMARY JOB FUNCTION: This is a clerical support staff position for the Dependency CASA Program. Responsibilities include: typing CASA reports for court hearings and correspondence on word processing equipment; answering telephone inquiries from the public, attorneys, court appointed special advocates, and interested parties; scheduling interviews for parties; managing case data storage and retrieval using a computer; processing court orders, and other related duties involving confidential materials.

QUALIFICATIONS: A high school diploma or GED and three years' experience in court office procedures and processes, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Legal experience a plus. Must be able to read and understand court orders. Must have demonstrated ability to communicate effectively with a wide range of people in a professional manner. Successful applicants must have demonstrated experience and skills in computer software applications,

including word processing and database management as well as exceptional organizational and time management skills. Must work successfully as part of a team as well as independently. Attention to detail and ability to meet strict court deadline are required.

SPECIAL REQUIREMENTS: Finalists must successfully pass a criminal background check and reference check.